

ODP 0-1679  
19 DEC 1980

MEMORANDUM FOR: Chief, Information Management Staff, DDO

FROM: Bruce T. Johnson  
Director of Data Processing

SUBJECT: Periodic IMS/DDO Review Meetings

1. Following our brief exploratory discussion of the advisability of scheduling regular monthly IMS/DDP meetings, I pursued the idea with my ODP colleagues and found them to be enthusiastic about the proposal. I therefore suggest that we agree on a day and time for such meetings, and use the first occurrence for discussion of the format and content of subsequent meetings.

2 I now meet with the Director of Central Reference from 1600-1700 hrs. on the first Monday of each month to discuss problems of general interest. (SAFE and ADSTAR are covered in meetings which fall on the second Monday, same time.) I suggest that we plan to hold our meetings on the first Wednesday of each month at 1600 hrs. If a different hour or day would suit you better, please advise, but I request that we avoid Tuesday, Thursday, and Friday mornings. If the Wednesday idea is acceptable, our first session will take place on 7 January.

3. We can meet either in ODP's conference room or in IMS space, whichever you prefer. I would propose that we keep the group small, and plan to limit the ODP contingent to myself, Ed [redacted] with other personnel attending only when the agenda appears to require their presence. Our purpose should be the early identification of problems and issues and initiation of action to address those problems/issues. A logical starting point for each session might be a five-minute-or-so survey of the previous month's ADP experience by someone [redacted] (perhaps) from SG/IMS. Experience with the OCB meetings indicates that such reports can be most useful when they have been the subject of prior discussion with ODP counterparts.

4. Please let me know if this idea still has appeal, and confirm or revise the schedule proposed above.

Res/ Bruce T. Johnson

Bruce T. Johnson

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